

Agency Activity Inventory
by Agency
Appropriation Period: FY 2004-05

Agency: H79 - Department of Archives & History

Functional Group: Cultural

857 Archival Services

Preserves and provides access to SC's permanently valuable colonial, state, and local government records, 1671-2000. Includes storage, conservation, processing/cataloging, digital imaging and records descriptions for patron access via the Internet, and a research facility for on-site access by government officials and the general public. Also includes operation of the State Historical Records Advisory Board appointed for statewide historical records planning and grants to local repositories. Title 30, Chapter 1, Sections 40 through 70 and 100; and, Title 60, Chapter 11, Sections 30 and 70. 36 CFR, Part 1206, Subpart D.

FY 2004-05					
Total	General Funds	Federal Funds	FM	Other Funds	FTEs
\$804,227	\$719,184	\$57,186	No	\$27,857	22.00

Expected Results:

Well-preserved and cataloged state and local government archival records are available to government officials and the public on-site and via the Internet. Patrons provided needed guidance and assistance. Grants made to local governments and non-government archival repositories (e.g., historical societies, libraries, museums) for archival projects.

Outcome Measures:

Handle 10,000 research visits and respond to more than 9,000 mail, e-mail, and telephone queries. Accession 800 cubic feet of archival records from state and local government. Digitally scan more than 10,000 pages of 18th century land records for online access, process 60 cubic feet of records for research. Manage 15-20 archival grants to institutions and organizations.

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858 Records Management Services

Assists state agencies and local governments to efficiently and economically manage their public records, paper and electronic, including retention schedule development for timely records destruction or transfer to the Department for archival preservation, on-site and web-based advisory and training services, and free of charge storage at the State Records Center for state agency records meeting specified retention guidelines. Title 30, Chapter 1, Sections 80 through 130; Title 60, Chapter 11, Sections 30 and 80

FY 2004-05					
Total	General Funds	Federal Funds	FM	Other Funds	FTEs
\$775,256	\$695,436	\$69,320	No	\$10,500	24.00

Expected Results:

High participation of and engagement with state agencies and local governments to improve their records management: Identify/schedule obsolete records for destruction, protect/better manage essential records, and records center storage for eligible state agency records. Provide direction on best practices, conduct training

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sessions, and transfer to the Archives non-current state agency and local government historical records for permanent storage or microfilming.

Outcome Measures:

Handle 300 requests for technical assistance, prepare 100 records retention schedules, and review 250 requests to destroy state and local government records. Transfer 800 cubic feet of archival records to the Archives. Conduct 20 training presentations. Complete pilot electronic records project at DSS, and test new practices in two other agencies. Transfer 11,500 cubic feet of records from state agencies to the State Records Center, destroy 10,500 cubic feet of eligible records from the Center, and perform 14,400 pulls/refiles for agencies. Evaluate five storage facilities and certify/re-certify 15 microfilm labs.

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859 Micrographics and Photocopy Services

Provides services to the Department, the general public, and state and local government in making copies from the Department's extensive microfilm and hard copy holdings and in microfilming and/or processing/duplicating microfilmed records for preservation and use. Much of the work for external clients is performed on a fee for service basis. Title 30, Chapter 1, Sections 120 and 130; Title 60, Chapter 11, Section 100

FY 2004-05					
Total	General Funds	Federal Funds	FM	Other Funds	FTEs
\$424,104	\$195,427	\$0	No	\$228,677	8.75

Expected Results:

Well-managed security microfilm holdings, responsive to internal and external customer needs for preservation microfilming, microfilm processing/duplication, and photocopy services.

Outcome Measures:

11,000 rolls of microfilm processed/duplicated, 200,000 pages of historical records photocopied, 850,000 pages of state and local government records microfilmed.

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860 State Historic Preservation Program

The state historic preservation program provides leadership and technical and financial assistance to individuals, organizations, local governments, and state and federal agencies. The goal of the program is to preserve the state's historic buildings and structures and archaeological sites. The program includes maintaining a statewide inventory, administering the National Register of Historic Places, overseeing grant and tax incentive programs, reviewing the impact of federal and state assisted projects, and outreach programs. The program is mandated by: 1) National Historic Preservation Act of 1966 (Public Law 89-665; 16 U.S.C. 470 et seq.) and amendments; 2) SC Historic Rehabilitation Incentives Act (Section 12-6-3535, SC

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Code of Laws); 3) Protection of State Owned or Leased Historic Properties Act (Section 60-12-10, SC Code of Laws); 4) Coastal Zone Management Act of 1976 (Section 48-39-10, SC Code of Laws); 5) SC Mining Act (Section 48-20-10, SC Code of Laws); 6) Special Property Tax Assessments for Rehabilitated Historic Buildings (Sections 4-9-195 and 5-21-140, SC Code of Laws)

FY 2004-05					
Total	General Funds	Federal Funds	FM	Other Funds	FTEs
\$1,190,966	\$214,052	\$387,965	Yes	\$588,949	13.75

Expected Results:

Individuals, organizations, local governments, and state and federal agencies will be more aware of their historic properties and tools for preserving them. Significant historic buildings and structures will be rehabilitated and archaeological sites preserved or scientifically excavated. This will help present and future generations understand the broad scope of our past, make our communities more attractive, help revitalize downtowns and neighborhoods, and attract visitors to South Carolina.

Outcome Measures:

· 12 individual National Register of Historic Places nominations and 2 historic districts (including 77 historic buildings, structures, and sites) were approved by the State Board of Review in 2003-04. · 4,332 historic buildings and structures were added to the statewide inventory of historic places in 2003-04. · In 2003-04, 4 new data layers, including over 2,000 historic properties were added to our GIS. 10 new GIS data sharing agreements with local governments and state agencies were signed. · In 2003-04, 95.2% of 1,719 reviews of state and federal projects were completed within 30 days. Average review time was 13.7 days. · In 2003-04, 9 historic buildings, with a total investment of \$9.3 million were rehabilitated through the federal historic rehabilitation tax credit program, and 5 historic buildings were stabilized with matching state or federal preservation grants. · In 2003-04, 220 attended our statewide preservation conference, approximately 570 subscribed to our e-mail newsletter, and approximately 875 visited our website each month.

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861 State Historical Marker Program

The state historical marker program has responsibility for approving the inscriptions for all historical markers and other monuments erected along state highways or other state property. Markers are sponsored and paid for by organizations or institutions. The program works with applicants to ensure that markers meet criteria and are accurate. South Carolina Historical Markers recognize and interpret places important to an understanding of South Carolina's past. This program is mandated by the Archives Act (Section 60-11-10, SC Code of Laws).

FY 2004-05					
Total	General Funds	Federal Funds	FM	Other Funds	FTEs
\$22,049	\$336	\$0	Yes	\$21,713	0.50

Expected Results:

Markers will enhance understanding and appreciation for local and state history. They will recognize and interpret the broad range of South Carolina history.

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Outcome Measures:

24 historical markers were approved in 2003-04. 25% of the markers recognized and interpreted African American history.

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862 National History Day Program

National History Day in South Carolina encourages students to research original materials, draw conclusions, and express what they have learned through research papers, dramatic presentations, media documentaries, or exhibits. All middle and high school history teachers in the state are invited to participate. Archives and History serves as a liaison with the national organization, recruits and trains teachers on implementing the program in their schools, conducts training sessions for students, provides explanatory materials, and sponsors the annual statewide competition.

FY 2004-05					
Total	General Funds	Federal Funds	FM	Other Funds	FTEs
\$54,496	\$54,496	\$0	No	\$0	1.00

Expected Results:

Middle and high school students participating in the program will learn how to use primary sources in their research, document their sources in an annotated bibliography, analyze and interpret information, and present their research and conclusions in a concise and creative manner.

Outcome Measures:

Approximately 60 schools and 8,000 students in South Carolina participated in the National History Day program in 2003-04. In the national competition, 6 South Carolina entries placed in the finals, and 2 South Carolina entries received special awards—a naval history award and a Briggs v. Elliott award.

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863 Teaching American History in South Carolina Program

Teaching American History in South Carolina is a federally funded project that provides professional development to history and social studies teachers. Each year 10-day summer institutes in 3 locations include content instruction, master teacher workshops, and presentations from museums, archives, and historic sites in the area. Approximately 25 teachers can attend each institute. Participants in the institutes conduct primary research that is used to create original lesson plans, which are turned in at a mid-year retreat.

FY 2004-05					
Total	General Funds	Federal Funds	FM	Other Funds	FTEs
\$306,627	\$2,422	\$304,205	No	\$0	0.00

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Expected Results:

Teachers will be more effective in teaching American history to their students.

Outcome Measures:

48 teachers completed the nine-month process in 2003-04 and received teacher recertification credit for completion of the course requirement through Francis Marion University. The 48 teachers were from 38 different schools representing 22 public school districts (and one parochial school). 22 different cultural institutions presented in at least one of the summer institutes. These institutions also partnered with the teachers to assist them in the development of lesson plans.

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864 Publication Program

This program produces publications on topics in South Carolina history, which are sold to the public, and provides desk-top publishing assistance to the agency's other programs. The Archives Act (Section 60-11-10, SC Code of Laws) mandates Archives and History to produce publications relating to the history of South Carolina.

FY 2004-05					
Total	General Funds	Federal Funds	FM	Other Funds	FTEs
\$41,719	\$41,719	\$0	No	\$0	1.00

Expected Results:

Cost savings through in-house design and publication work and production of publications to educate the public about topics in South Carolina history.

Outcome Measures:

In 2002-03, almost \$40,000 was realized from publication and design work produced in-house rather than by outsourcing to private publications firms. In addition, maps were created for a publication on a South Carolina unit in the Civil War.

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865 Administration

Includes the director's office, budget and finance, personnel and building services, and information technology. These areas provide support services for all the activity related components of the agency. Title 60, Chapter 11 Sections 10-100.

FY 2004-05					
Total	General Funds	Federal Funds	FM	Other Funds	FTEs
\$1,565,604	\$1,223,987	\$0	No	\$341,617	15.75

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Expected Results:

Provide external customers and agency staff with a high level of professional services in each area. Obtain and make available to staff the resources they need to adequately perform their assigned job duties.

Outcome Measures:

All staff personnel and payroll issues are completed on time. All aspects of the agency's financial management are completed accurately and in a timely manner. Staff and external customers are provided with meeting facilities that enhance their activities. Program staff members can count on support staff to provide necessary support services in a collegial atmosphere.

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866 Hunley Project

When the Hunley Commission began the recovery project for the Civil War submarine they needed to contract with the U. S. Navy for the project director. They asked Archives and History if we would be willing to be the contracting agency for the state since the SHPO would be involved in the project. We agreed to assist with the initial Navy contract. As the project developed and additional staff were required Archives and History was asked by the Hunley Commission if we would use time-limited positions to hire the Hunley staff thereby allowing the staff members to receive state benefits. Because of the importance of the project and since one of our primary missions is to preserve the state's history we agreed to provide whatever assistance we could. All funds for staff salaries and benefits are provided by the Friends of the Hunley.

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Total	General Funds	Federal Funds	FM	Other Funds	FTEs
\$759,890	\$0	\$0	No	\$759,890	0.00

Expected Results:

Successful recovery and conservation of the Hunley

Outcome Measures:

Hunley project receives support from agency as if it is part of the agency.

AGENCY TOTALS

Department of Archives & History

TOTAL AGENCY FUNDS	TOTAL GENERAL FUNDS	TOTAL FEDERAL FUNDS	TOTAL OTHER FUNDS	TOTAL FTEs
\$5,944,938	\$3,147,059	\$818,676	\$1,979,203	86.75